

## **Setting up a Recurring Journal Entry**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Setting up a Recurring Journal Entry

### Setting up a Recurring Journal Entry Overview

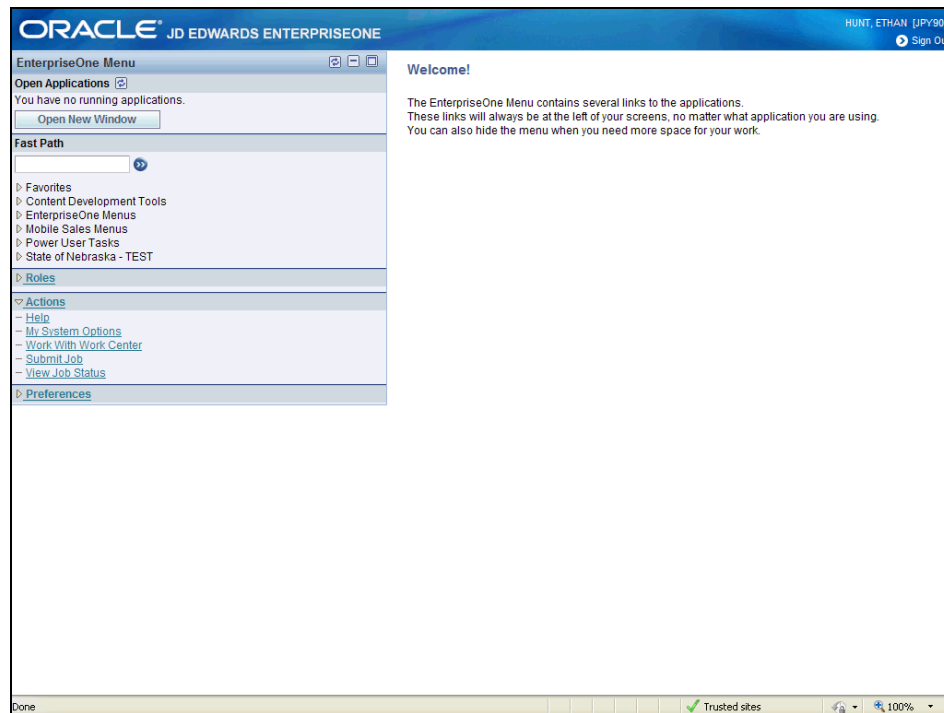
Journal entries move money, units, or both from one account to another. In EnterpriseOne, you can specify journal entries that may recur on a scheduled basis.

**Note:** During recurring journal entry setup, record the previous allocation number to quickly locate it later.

### Setting up a Recurring Journal Entry Lesson

#### Procedure

In this lesson you will learn how to set up a recurring journal entry.

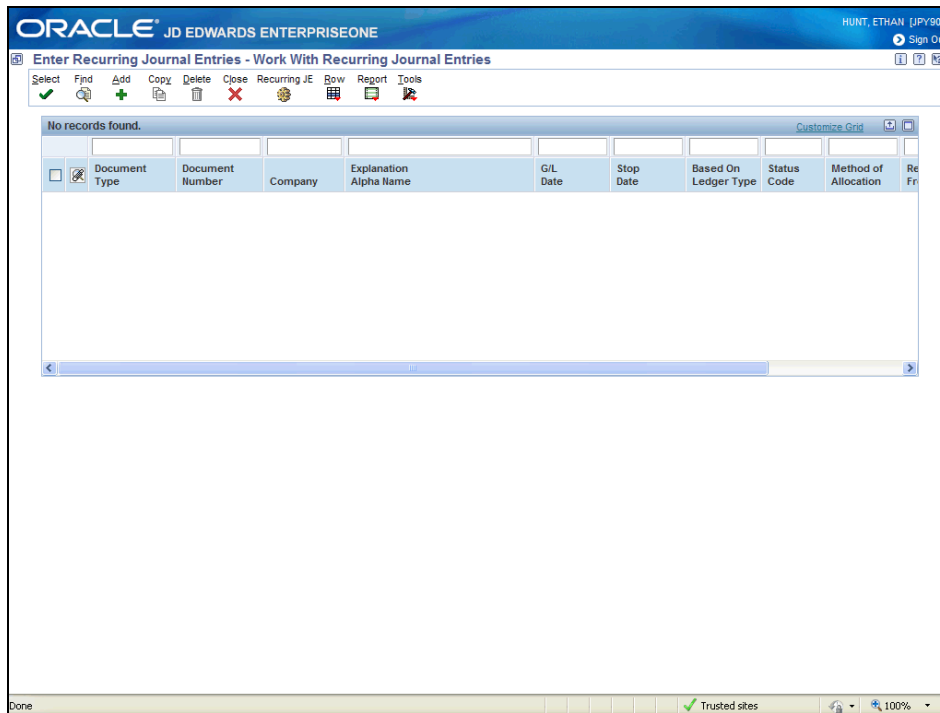



Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Accounting</b> link. <u>Accounting</u>
3.	Click the <b>Manage Journal Entry</b> link. <u>Manage Journal Entry</u>
4.	Click the <b>Enter Manual Journal Entries</b> link. <u>Enter Manual Journal Entries</u>

# Training Guide

## Setting up a Recurring Journal Entry

Step	Action
5.	Click the <b>Enter Recurring Journal Entries</b> link. <a href="#">Enter Recurring Journal Entries</a>



Step	Action
6.	Click the <b>Add</b> button. 
7.	<b>Document Type</b> – select code for the purpose of the transaction  <b>Note:</b> This field defaults to JA.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter Recurring Journal Entries - Recurring Journal Entry

Option Computations Based On

Document Type \* JA Company Ledger Type AA

G/L Date Stop Date Status Code \* A




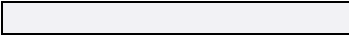
Explanation \* Recur Frequency Method of Allocation

Reverse

Records 1 - 1



Account Number	Amount	Account Description	Subledger Type	Subledger	Subledger Description

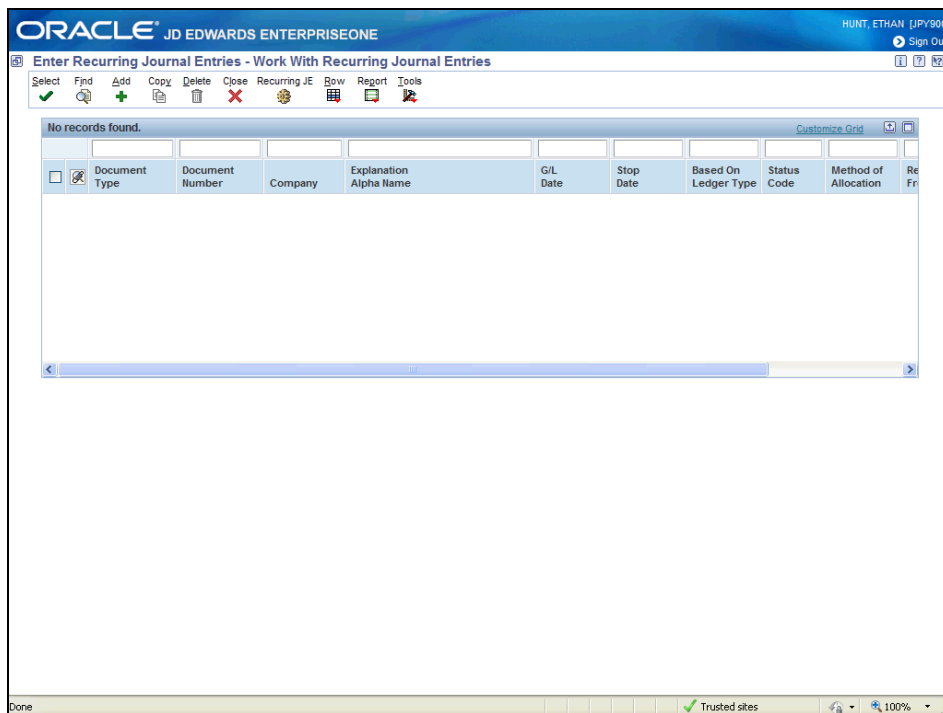
Remaining Amount


Step	Action
8.	Enter the Fund number into the <b>Company</b> field.
9.	Enter the general ledger date into the <b>G/L Date</b> field. <b>Note:</b> Usually this is the current date.
10.	Enter an explanation of the recurring journal entry into the <b>Explanation</b> field.
11.	Enter the frequency for transaction to occur into the <b>Recur Frequency</b> field. Use the Visual Assist tool if needed.
12.	In the Method of Allocation field enter the method of allocation. Use the <b>Visual Assist</b> button if needed. 
13.	Click in the <b>Account Number</b> field in the QBE line. 
14.	Enter the credit account into the <b>Account Number</b> field.
15.	Click in the <b>Amount</b> field. 
16.	Enter the credit amount into the <b>Amount</b> field. <b>Note:</b> Credit amount (negative amount). Begin negative amounts with a minus (-) in front of the amount. Example: -125.00
17.	Click the <b>Account Number</b> field of the next line. 

# Training Guide

## Setting up a Recurring Journal Entry

Step	Action
18.	Enter the debit account into the <b>Account Number</b> field.
19.	Click in the <b>Amount</b> field. <input type="text"/>
20.	Enter the debit amount into the <b>Amount</b> field.  <b>Note:</b> Dcredit amount (positive amount). Positive amounts should be entered as a regular dollar amount. Example: 125.00
21.	Click the <b>OK</b> button. 
22.	Click the <b>Cancel</b> button. 



Step	Action
23.	Click the <b>Close</b> button. 
24.	You have successfully completed this lesson. <b>End of Procedure.</b>